



MISSOURI DEPARTMENT OF MENTAL HEALTH

DORN SCHUFFMAN, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
6.440

CHAPTER Human Resources	SUBCHAPTER Staff Development	EFFECTIVE DATE 8/15/2002	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Tuition Reimbursement		AUTHORITY State of Missouri Reimbursement Policy	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE 7/1/06	

PURPOSE: Prescribes procedures for reimbursing undergraduate and graduate tuition costs.

APPLICATION: Applies to the entire department.

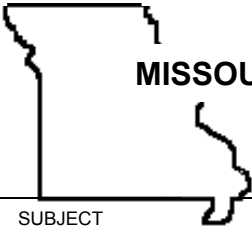
(1) The State of Missouri and the Department of Mental Health recognizes the need for and supports tuition reimbursement for its employees for improving the quality of service to the state, improving employee performances and for contributing to an atmosphere of continuing growth and development. To assist employees in this endeavor, the Department of Mental Health has established this tuition reimbursement policy. This policy allows employees to obtain reimbursement for a percentage of tuition fees associated with successful completion of undergraduate and graduate courses.

(2) To be eligible for tuition reimbursement, employees must be in a full-time position that is deemed to be of a continuing nature and their current performance appraisal must be successful or better.

(3) Graduate and undergraduate courses must be either job related or be a part of a degree program that is consistent with the department's stated mission. Determination of relevance of a course or degree program rests with the Appointing Authority or designee and tentative approval must be granted by the Appointing Authority or designee at the time of registration for the courses. The Appointing Authority or designee may confer with the Department's Office of Human Resources if there are questions concerning the relevance of a course to the employee's job or a degree program to the Department's mission.

(4) Undergraduate courses completed with a grade of "A" are reimbursed 100%, grade of "B" are reimbursed 75% and grade of "C" or "Pass" are reimbursed 50% of the tuition fees paid or the maximum allowed tuition reimbursement rate, whichever is less. Graduate courses completed with a grade of "A" are reimbursed 100%, a grade of "B" or "Pass" are reimbursed at 75% of the tuition fees paid or the maximum allowed tuition reimbursement rate, whichever is less. Employees will notify their departments of scholarships, grants, or other financial aid which reduces the amount of tuition and such amounts will be subtracted before reimbursement is calculated.

(5) The maximum reimbursement rate is limited to the highest prevailing per credit hour tuition rate charged by a Missouri state college or university as listed in the current tuition/fee schedule issued by the Coordinating Board for Higher Education.



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(6) Tuition reimbursement as outlined this policy is limited to no more than fifteen (15) credit hours or equivalent per employee each fiscal year. The Appointing Authority may allow exceptions to this maximum for recognized accelerated programs of study.

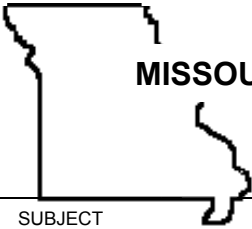
(7) Employees may not use administrative leave with pay to participate in any part of their course work. Supervisors may consider other options (e.g., annual leave, compensatory leave, flexible work schedule, leave without pay) in order to allow attendance at an approved continuing education course.

(8) Tuition reimbursement is limited to available funds. An Appointing Authority may limit the amount of funds spent on tuition reimbursement if such expenditures would exceed the facility's appropriated budget or require a reduction in client services. In these cases, the Appointing Authority may limit reimbursement to those areas which are most critical to the needs of consumer services or to the operations of the department.

(9) Failure to comply or assure compliance with the provisions of this Department Operating Regulation may be cause for disciplinary action up to and including dismissal.

(10) The Director of the Office of Human Resources will review and analyze any statutory, regulatory or policy changes as they occur to determine their effect on the provisions of this Department Operating Regulation and will make changes as necessary.

History: Original DOR effective April 1, 1986. Amendment effective April 15, 1990. Amendment effective October 10, 1990. Amendment effective November 1, 1999. Amendment effective July 1, 2002. Emergency amendment effective August 15, 2002. . Emergency amendment made final February 15, 2003.



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